

CROWN POINT COMMUNITY PUBLIC LIBRARY

Regular Meeting of the Board of Trustees Monday, February 22, 2016

President Patrick Schuster called the Board of Trustees meeting to order at 5:03pm.

I. Roll Call:

Present: President Patrick Schuster and Trustees Vicky Klein, Mary Malloy-Rhee, Rose Kendall, Chris Mallers and Janet Katich. Also present was Business Manager, Kate Lodovisi and Selina Gomez-Beloz.

Not Present, but arriving later: Fiona Mc Carroll

Trustee Klein moved to approve the minutes from the Board of Finance Meeting, and the Regular Meeting on January 25, 2016, Trustee Kendall seconds, motion carried.

- II. President's Report: Pat makes note that The Friends of the Library are having their Open House; 370 people were invited. He discusses an issue with the Winfield Town Council, involving concerns that the Township Trustee was forcing us out of leased space. Pat informed the Council that was not the case. They requested a signed Agreement & Terms to confirm our intentions, and we would include a 60 day notice of vacating property. Pat will sign this document with an effective date of February 22, 2016.

III. Director's Report:

Selina discusses new Winfield space and upcoming Winfield Community Meeting, with Q & A. Staff In-Service Day will be March 17th, with a committee of Kristal Rada, Rita Chick, Kate Lodovisi, and Selina Gomez-Beloz. CPCL will be hiring two new pages for the Circulation Department. Winfield will be hiring one new position, with the title of Circulation Aide.

Mini Golf is moving along well, with \$3,275.00 in sponsorships to date.

Short List of projects Selina will be working on in the year ahead:

-Winfield Expansion

-Excess Welfare Distribution Fund

-Updating Personnel Manual

-Updating Internal Controls-according to state requirements (by end of June).

- Updating (at least 6) polices.
- Approving our statistics gathering,
- Preparing for our new strategic process by January 2017(will be done by end of year).
- Plans will be put in place for Reforma National conference in San Juan, Puerto Rico, 2017
- Looking at a progressive evaluation of staff.

- IV. Trustee Mc Carroll arrives and moves for approval of warrants, payroll transfers and deposits, the EFTPS, ACH payments for Deferred Compensation, PERF, & Indiana Department of Revenue for February 15th and 29th. Trustee Malloy-Rhee seconds, motion carried.

At this time, Selina introduces CPCL new Department Head of Tech Services, Christina Frazee.

- V. Old Business:

Program Reports:

- A. Julie Wendorf reports that we had a major upgrade to E Books/Overdrive. Working on displays, highlighting Adult Graphic Fiction Novels, April-Cultural Exhibits, and showcasing local talent, including schools.
- B. Mary Harrigan – Crown Point Star Micro Film Project sent out. Yearbooks are now online on our website. Teen Volunteer (Intern) doing a blog post on Indiana Room at end of semester and working with Jeanene.
- C. Brenda Thompson - Dots project finally finished. Book leases ending. Opened up DVD area, and preparing for community meeting on February 23, 2016.

- VI. New Business:

- A. Statistics:

Selina discusses changes she would like to make in compiling our statistics. Conducts a visual review with Board, asks what they would like. They will get back to her, but in the meantime she will start presenting statistics quarterly instead of monthly.

- B. Strategic Plan Update:

Selina reviews a decrease in numbers for E-Books, due to recent upgrade to Overdrive. She reviews our increases and decreases in our collections, and programs, citing causes for some inaccurate numbers. Over time she would like to see baseline for numbers.

C. Winfield Update:

Keys have been made for new Winfield location. Selina will contact the architect. September 10, 2016 is goal for Grand Opening at Winfield. Winfield staff will be giving out comment cards. These will be online on our website through March 15th.

D. Outstanding checks to be voided - None

E. Professional Travel:

03/03-One Local Government-Meeting, Purdue-Selina Gomez-Beloz

03/04-Director's Meeting, Hammond PL-Selina Gomez-Beloz

6/23-28 ALA Annual Conference, Orlando, FL-Selina Gomez-Beloz

Trustee Katich moves to approve, Trustee Kendall seconds, motion carried.

VII. Acknowledgements: None

VIII. Public Comments: None

IX. Adjournment: Trustee Mc Carroll motions to adjourn, Trustee Mallers seconds, motion carried. Meeting adjourned at 6:15pm

DATE OF NEXT MEETING: MONDAY MARCH 28, 2016 - 5:00 PM